

M.A. in Labour Studies

Graduate Students' Handbook 2019 – 2020

School of Labour Studies
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Welcome! The MA in Labour Studies started in 1999 and is the only one of its kind in North America. This is a truly interdisciplinary program of study in the area of Labour Studies combining interdisciplinary courses offered by core faculty in the School of Labour Studies and related courses offered by other departments and schools at McMaster. The interdisciplinary nature of the program will be further enhanced by welcoming students from other departments into the core Labour Studies courses.

The M.A. Program in Labour Studies offers both a full-time and part-time program each leading to the degree Master of Arts in Labour Studies. Full-time students can take a 12-month MRP Option or a 20-month Thesis Option. The prime objective of this unique graduate program is to introduce students to a variety of theoretical approaches and policy debates that relate to the question of working in modern societies - from working for wages in primary industrial and service settings, to the paid and unpaid work that goes on in the home and elsewhere. Regardless of the particular focus, work is to be studied as one component of a larger life experience that incorporates family life, community relations, gender and race relations, politics and state regulations.

*Please note that if full-time MA students doing the MRP Option do not finish in one year, SGS does not allow changing status to part-time fees to finish in a second year. As well, we do not provide funding after the first year of MA studies for those doing the MRP Option. **Full-time fees for a second year are required until requirements are met.***

Students should consult the School of Graduate Studies graduate calendar, available online at: <https://academiccalendars.romcmaster.ca/index.php>

It is important that students be aware of the regulations governing such matters as full-time and part-time status, leaves of absence, deadlines for adding and dropping courses, and supervision of either a thesis or major research paper (MRP).

Faculty and Staff

Faculty: Faculty cross-appointments in other departments are listed in ()

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tba

To view faculty profiles, as well as a list of associate and emeritus faculty, please visit our website: <http://www.labourstudies.mcmaster.ca/people/faculty>

Staff

McMaster Phone # 905.525.9140

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M.A. Program Information

Duration of Study and Course Requirements

Students have *two options* for completing their M.A.

A. Course Work and Major Research Paper (MRP) Option

Students will be required to complete six (6) half courses, including:

- (i) At least **four** half courses from the menu of Labour Studies core grad courses, including LABRST 715 Methods or an equivalent Methods courses approved by the program;
- (ii) Two additional courses offered by other departments OR the School of Labour Studies (See **Course Selection** below); and
- (iii) A major research paper of **10,000-12,000 words**, excluding endnotes and bibliography, supervised by a core or associate faculty member. The research paper will be read by the supervisor and another faculty member. If the supervisor is an associate member, then the second reader must be a core faculty member selected by the supervisor in consultation with the student.

The normal duration for the MRP Option is twelve (12) months.

B. Course Work and Thesis Option

Students will be required to complete five (5) half courses, including:

- (i) At least **four** half courses from the menu of Labour Studies core grad courses, including LABRST 715 Methods or an equivalent Methods course approved by the program;
- (ii) One additional course from either the course list of other departments or the School of Labour Studies (see **Course Selection** below); and
- (iii) A thesis of **15,000-20,000 words**, excluding endnotes and bibliography, supervised by a core faculty member. The thesis will be orally examined by a committee including the supervisor and two other faculty members selected by the thesis supervisor in consultation with the student. The thesis defence should take place no later than March / early April of the second year, with final thesis electronically submitted to meet requirements of MA.

The normal duration for the Thesis Option is twenty (20) months.

The majority of MA students pursue the MRP Option. Students will indicate on their application whether they wish to be considered for the MRP or Thesis Option. The Graduate Admissions Committee will make admission and funding offers based on

whether a student is approved for an MRP or Thesis Option. If, in the course of the program, a student wishes to change from one option to the other, application must be made to the Graduate Program Committee. In the case of a switch from the Thesis to MRP Option, the student will forfeit the funding associated with the fourth term of the program. In the case of a switch from the MRP to the Thesis Option, an application must be made to the Graduate Program Committee by December 15. Approvals are not guaranteed, and will be based on both an assessment of the student's academic abilities and the availability of funding.

Part-Time MA in Labour Studies

Students may be admitted to the MA program on a part-time basis. The requirements for the part-time MA are the same as those for the full-time MA, but the student completes them over a longer time period (typically two to three years, though all degree requirements must be finished within five years). Part-time students should note that not all courses will be offered annually or in the evening. At some time, part-time students may have to complete some courses during the day.

Course Selection

Course enrollment occurs in September in consultation with your Interim Faculty Advisor. In selecting the courses from other departments, students can choose from a menu of approved courses. Students will also be given some flexibility to make their own arrangements with other departments. Programs of study will be subject to the approval of the Graduate Studies Committee. However, courses outside of Labour Studies require permission from the department offering them, and may be subject to restrictions based on requirements for students within those departments.

LABRST 715 Methods is MANDATORY for all Labour Studies MA students. It will normally be offered in Term 2 (Winter) each year.

Scheduling & Timetable

Most Graduate courses meet once a week, usually for three hours, during the Fall and Winter terms. It is possible to take a course in the Spring Term (late April-mid-June; these courses usually meet twice a week, but **be advised there are very few grad-level courses offered during the summer**, so this option is **not** recommended in most cases. Students are generally advised to complete all required courses in the Fall and Winter terms in order to leave time in the Summer to work on the MRP or thesis, which is due in August.

Evaluation

The University uses a letter grade system (A+, A, A-, B+, B, B-) for courses. **A grade below B- is considered a failure in graduate courses.** A failure in any course may result in the School recommending that the student not be allowed to continue his/her studies.

SGS / 101 Academic Research Integrity and Ethics and SGS / 201 Accessibility

The Graduate Calendar states that all graduate students (including part-time students), must complete the courses SGS #101 and SGS #201 in September of their first term of studies at McMaster University.

Academic Research Integrity and Ethics after their admission to graduate studies at McMaster. The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are understood by incoming students. A graduate student may not obtain a graduate degree at McMaster without having passed this course.

The courses must first be added in MOSAIC. Then, to access the course material, students should visit Avenue to Learn at <http://avenue.mcmaster.ca> and click on the McMaster e-Learning button. Your MacID and Password are required to access Avenue to Learn.

SGS / 201 Accessibility for Ontarians with Disabilities Act (AODA) Training

The Graduate Calendar states that all graduate students are required to complete training on the Accessibility for Ontarians with disabilities Act (AODA), which can be completed on-line at <http://www.mcmaster.ca/accessibility>

Having an understanding of how we can identify and reduce attitudinal, structural, information, technological and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

Course Timetable

See full course descriptions on our website: <https://labourstudies.mcmaster.ca/courses>
(Grad courses are further down the list)

~~Location for ALL LS Grad courses: KTH-734~~

Fall 2019 (Term 1, September – December)			
Code	Course Title and Outline	Time	Instructor
LABRST 770	Labour Movements & Social Transformation	Wednesdays: 2:30-5:30	P. Bocking
LABRST 791	Contemporary Issues in Labour Studies	Thursdays: 2:30-5:30	J. Fudge
LABRST 793	Advanced Labour Studies Theory	Mondays: 4:30-7:30	S. Ross
Winter 2020 (Term 2, January – April)			
Code	Course Title and Outline	Time	Instructor
LABRST 715	Methods	Tuesdays: 11:30am-2:30	G. Polanco
LABRST 740	Special Topics: Labour Geography	Thursdays: 2:30-5:30	S. Mills
LABRST 780	Bodies at Work: Politics, Science, Law & Occupational Health	Fridays: 11:30-2:30	S. Premji

*All Labour Studies courses are open to MA and PhD LS students.

MRP and Thesis Guidelines

What is an MRP?

The purpose of the Major Research Paper (MRP) is to develop your ability to do research beyond a normal course paper. An MRP may include some original research such as interviews with key informants but would not normally involve primary research such as surveys, extensive interviews with non-experts, or archival work. For the most part, MRPs are based on secondary literature research.

The current requirement is for an MRP of between 10,000 and 12,000 words (40-50 double-sided pages) including footnotes and bibliographies. It is important to understand that a longer MRP is not necessarily a better one!

The MRP is meant to be more than a long-term paper. It should be based on a clear question whose answer is not predetermined. It could be developed from a paper or papers submitted for a Labour Studies course. An MRP *should* focus on a meaningful and manageable topic that you can complete. Your MRP must also be more than descriptive. It should go beyond the 'what' and 'how' to explore the 'why' of your research topic. It should also express your own position vis à vis the material. Therefore, choose a topic that lends itself to your own evaluation, interpretation, or additions.

MRPs are supervised by a core or associate faculty member and examined by the supervisor and a second reader when completed. At least one of the supervisor or the second reader must be a core faculty member. Second readers are to be selected by the supervisor in consultation with the student. MRPs are graded as either Pass or Fail.

What is a Thesis?

A successful thesis involves a piece of original research or criticism on an approved topic. The student will work closely with his/her supervisor. Candidates writing a thesis will also be able to consult with other members of their thesis committee, but their main contact will be their supervisor. Normally a thesis will involve some form of original data collection, whether in the form of surveys, multiple in-depth interviews, or archival work. A work of criticism or theory is acceptable, but in all cases topics should be carefully discussed with your supervisor.

The current requirement is for a thesis is between 15,000 and 20,000 words (60-80 pages, including footnotes and bibliographies). It is important to understand that a longer thesis is not necessarily a better one!

Typically, students writing a thesis engage in original research including data collection. Students are required to demonstrate a thorough understanding of the topic, the ability to work independently, an understanding of research methods, and a degree of originality. The thesis will demonstrate that the student is capable of independent research and critical analysis. Better theses should result in a paper of publishable quality.

Students doing original research need to be aware of the University requirements to submit their research protocol to the University Ethics Board for approval. Further information can be found at: <http://www.mcmaster.ca/ors/ethics/rebs.htm>

A number of theses are available in the Labour Studies Office for students to consult.

Theses are supervised by a core faculty member. The thesis will be orally examined by a committee including the supervisor and two other faculty selected by the supervisor in consultation with the student.

Choosing an MRP or a Thesis Topic

Students will have to decide which research topic best suit his or her interests and needs. There is no ideal time to settle on a topic. Some students find it useful to start thinking about this early in the fall; others find it more effective to wait until they have completed some of their course work. In either case, you should have a sense of where your research is headed very early in Term 2 at the latest.

Engagement with graduate coursework forms the beginning work of an MRP or Thesis. As you engage in coursework, you will be asked to think about new interests and areas you may wish to investigate further. Students are urged to initiate informal conversations about their interests with Faculty. **Students should also consult the literature about their chosen topic.**

Through conversations with Faculty about your research interests, part of this conversation will also turn to the question of whether your interests are best played out in a MRP or a Thesis.

When choosing your topic, make certain that:

1. It fulfills the requirements of the MRP or Thesis;
2. It interests you enough to work on it (choose a topic that is relevant to your passions, concerns, and curiosities)
3. It will teach you something (otherwise you won't remain interested)
4. It is manageable (narrowing down the topic is essential, as is ensuring that the research method(s) used are manageable for the time allowed and resources available. This is especially the case for students considering a thesis), and
5. There is enough available information on the topic (there should be multiple sources from which you can draw).

Choosing a Supervisor

All students in the program are assigned an *initial* faculty advisor. In most cases, your advisor will also supervise your MRP or thesis. MRP supervisors must be either core or associate faculty members in Labour Studies. Thesis supervisor must be core Labour

Studies faculty. Students are free to change supervisors with the permission of the Graduate Chair. We encourage students to request any such changes by mid-January and advise the Grad Chair and Grad Administrator (Sharon).

The role of the supervisor is twofold:

1. To provide guidance on the planning and conduct of the project; and
2. To be the assessor of the work submitted.

The supervisor's role is to guide rather than lead. The supervisor acts as a mentor, providing critical comment on the work of the student submitted to him or her during the course of the project. Thus, the student leads the project, and the supervisor's role is more supportive.

Writing an MRP or Thesis Proposal

To help you successfully complete your MRP or Thesis in a timely manner, you are required to hand in a 1,500 word (5-6 pages) **proposal by the second Friday in February.**

As part of the process, you should hold a preliminary meeting with your supervisor to discuss your ideas and plans.

The proposal is a preliminary guide to your project, not the actual project itself. It must include a clear statement of your research question (see below for guidance in how to identify a research question). It should describe your initial ideas about what you propose to investigate, why you want to do so, how you propose to carry out the research. It should be seen as a tool for helping you find a topic that is feasible with the resources and time available—and a topic that is worth doing. It will also serve as a checklist as you carry out the project later.

Ethics Approval

Students whose work involves human subjects, including interviews, will need to be granted approval through the Ethics Research Board. Given the short timeline for MRPs, it is imperative to initiate the process of application early (**at least by early February**), in consultation with supervisors. Check the MREB website <http://www.mcmaster.ca/ors/ethics/rebs.htm> for dates of drop-in consultations and seminars on the application process. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor.

The MRP Proposal (Due second Friday in February)

The MRP proposal must be no more than 1,500 words (5-6 pages) in length and have the following elements:

- 1. General subject of interest:** State your broad subject of research interest.
- 2. Research topic or question:** State your narrow research topic. This is usually formulated as a question that you will try to answer. While your subject of interest will be broad and multifaceted, your research topic or question should be narrow enough to investigate in a MRP of no more than 50 pages.
- 3. Theoretical framework:** Describe your initial theoretical orientation to your topic. This should include a preliminary identification of concepts, assumptions, models, and hypotheses relevant to your topic.
- 4. Justification:** Answer the question 'so what?', that is, state why your research topic is worth investigating. This is also a place to mention special qualifications, if any; you have for writing about this topic.
- 5. Sources:** State the *types* of sources you propose to use in exploring your research topic. The list will aid in planning and prioritizing your data collection.
- 6. Preliminary Bibliography:** Provide a list of a minimum ten citations of specific sources you have or will read on your topic. There should be some discussion of this literature in the proposal, but it is not expected that you will have read all of the material or read it all in full. This discussion should show a basic grasp of the core ideas.
- 7. Supervisor:** State who has agreed to supervise your MRP. The most important point to note in this connection is that the successful conduct of the MRP is mainly the responsibility of the student. However, the supervisor is expected to exercise professional judgment, expressed through feedback and guidance to the student. In order for such feedback to be timely, it is, of course, necessary for the student to provide progress reports to the supervisor, either orally or in writing, as agreed between them.
- 8. MRP Proposal approved:** When the MRP supervisor agrees that the proposal is acceptable; the student should submit a copy signed by the student and the supervisor to the grad chair and the grad secretary. Any research proposal in the University which involves individuals or groups as the subject of experimentation or study requires ethical approval.

The Thesis Proposal (**Due second Friday in February**)

The thesis proposal must be less than 2,500 words (10 pages) in length and have the following elements:

- 1. General subject of interest:** State your broad subject of research interest.
- 2. Research topic or question:** State your narrow research topic. This is usually formulated as a question that you will try to answer. While your subject of interest will be broad and multifaceted, your research topic or question should be narrow enough to investigate in a thesis of no more than 80 pages.
- 3. Theoretical framework:** Describe your initial theoretical orientation to your topic. This should include a preliminary identification of concepts, assumptions, models, and hypotheses relevant to your topic.
- 4. Justification:** Answer the question 'so what?', that is, state why your research topic is worth investigating. This is also a place to mention special qualifications, if any; you have for writing about this topic.
- 5. Method(s):** State the method(s) you propose to use to investigate your topic and why. The method should be appropriate to the research question and feasible with the time and other resources available to you. Most good thesis will involve some sort of primary research such as document (content) analysis, case stud(ies), observation (participant observation or field work), surveys, statistical methods, textual analysis, discourse analysis, and so on. The proposal should reflect some understanding of the relevant secondary literature on the method being proposed
- 6. Sources:** State the *types* of sources you propose to use in exploring your research topic. The list will aid in planning and prioritizing your data collection. Where appropriate, identify specific types of *primary sources* and *secondary sources* you plan to use and where you will find them.
- 7. Preliminary Bibliography:** Provide a list of a minimum fifteen citations of specific sources you have or will read on your topic. There should be some discussion of this literature in the proposal, but it is not expected that you will have read all of the material or read it all in full. This discussion should show a reasonable grasp of the core ideas.
- 8. Plan of Work:** Include a realistic timetable, including deadlines, for completing the study on time. Mention any difficulties you anticipate, such as problems getting necessary data, the need to travel to get information, and so on.
- 9. Supervisor:** State who has agreed to supervise your thesis. The most important point to note in this connection is that the successful conduct of the thesis is mainly the responsibility of the student. However, the supervisor is expected to exercise professional judgment, expressed through feedback and guidance to the student. In order for such feedback to be timely, it is, of course, necessary for the student to provide progress reports to the supervisor, either orally or in writing, as agreed between them.

10. Proposal approved: When the thesis supervisor agrees that the proposal is acceptable, the student should submit a copy signed by the supervisor and the student to the grad chair and the grad secretary. Any research proposal in the University which involves individuals or groups as the subject of experimentation or study requires ethical approval. It is important that this process be initiated very soon after the thesis proposal is accepted. Students should be aware that in some cases this can take a month or more.

MRP and Thesis Research Presentations

In the final session of LABRST 715 Methods (typically the **first week of April**), all MA students will make a 5-minute presentation on their MRP or thesis topic to the class and the rest of the School of Labour Studies faculty and students. All MA students are expected to participate in this session. Faculty supervisors are also expected to attend. The goals of this session include: making sure you are on track in your MRP/Thesis research, giving you a chance to inform faculty and fellow students what you are working on and to get feedback from them, having an opportunity to provide feedback to students working on other projects. At a minimum, these presentations should include:

- 1) The research question;
- 2) The significance of the research question (i.e. why bother answering it, why is it important?); and
- 3) Preliminary findings.

MRP Deadlines

1) The deadline to submit a **first draft** of your complete MRP to your faculty supervisor is **no later than August 1** if you plan to convocate in November. Normally, your supervisor will have seen parts of your MRP well before this. You should anticipate doing revisions to your work, so the sooner you get it in, the better.

2) Your **MRP** must be submitted to your supervisor and your second reader **by August 16**. If you expect to be later than this, it is essential that you discuss this with your supervisor. Please understand that most faculty take time off in August and the first weeks of September are particularly busy for them with classes starting. Time is needed to properly review MRPs before submitting final grades to the School of Graduate Studies.

3) All grades must be in the hands of the School of Graduate Studies by late September, otherwise you will be required to pay an extra term's fees. There are *no extensions* by the School of Graduate Studies.

Thesis Deadlines

1) You should discuss with your supervisor deadlines for submitting drafts of your thesis. You should anticipate going through several revisions.

2) All grades must be in the hands of the School of Graduate Studies by late April if you plan to complete the thesis within 20 months; otherwise you will be asked to pay an extra term's fees. There are no extensions by the School of Graduate Studies. Keep in mind that a thesis is orally examined (by late March / early April of the second year at the latest, or earlier if the work is deemed examinable and all parties are available). Time is needed to arrange this exam and to allow the examiners to read your thesis prior to defense, usually three to four weeks.

MRP Format

The MRP title should be centred on the page. The bottom right corner should contain: your name; your Supervisor's name; MA in Labour Studies; month and year of completion.

Thesis Format

The Thesis title should be centred on the page. You must include: 'in partial fulfillment of the requirements for the Degree of Master of Arts', as well as Your Name; Supervisor's name; MA in Labour Studies; month and year of completion.

Final Submission and 'Clear to Graduate' Status

After final approval is received from your supervisor and second reader or your thesis examination committee, a double-sided coil-bound copy with an acetate cover (with any typographical corrections completed) must be delivered to the School of Labour Studies office, at which time a "Clear to Graduate" form is completed and sent to Graduate Studies to be noted on final transcripts. All must be completed before the end of September (for MRP Option) or end of December (for Thesis Option) to avoid paying additional fees.

How to Define a Research Question

Many students find defining a research question a challenge. Without a clear research question, you will find it more difficult to organize your research when it comes to write your MRP or thesis. There are a number of online sites that can help you define a research question and your supervisor is always a resource.

Finding a doable and useful research question requires more than simply thinking about a question you would like to answer. I would like to know how to make the world a better place, but this is not a very useful research question. A research question has to be doable as a research project, which means there needs to be a literature related to the topic and a source of data to answer the question, and it needs to be doable in the time you have. Don't try to pose a Ph.D. project as an MRP.

There are a number of ways to identify a potential research question. One example is through a literature review and a study of previous research on a topic. This should throw up some vague areas of interest. One potential strategy is to look for previous research that seems incomplete. Perhaps someone has done some interesting research on France, but it would be useful to know that work also applied to Canada. Are there differences? Why? What are the implications for policy, etc.? Another way to form a research question is to look for a paper whose results you disagree with. Your research can then be a project to prove the person wrong and correct his/her errors. For example, it is not hard to find research arguing that unemployment insurance is bad for workers. This might lead you to take on a project to examine why a researcher would make such a claim, the weaknesses in their argument and evidence that supports a different conclusion.

You might want to follow the following process once you have defined an area of research interest:

1. I plan to study/work on (topic)
2. Because I want to find out (who/what/where/when/whether/how/why)
3. In order to understand (how/why/what/whether).

Example of completed research problem or statement:

I am working on studies of how unions have been affected by the economic crisis because I want to find out, how this is changing how they try to defend the interests of their members in order to help me identify strategies that will lead to more effective unions.

Useful Online Resources

McMaster University School of Graduate Studies:

<http://graduate.mcmaster.ca/graduate-students/current-students/completing-your-degree>

University of Southern California: Organizing Your Social Sciences Research Paper

A useful online course in how to do research in the social sciences. Helpful descriptions of different types of research projects, how to do a literature review, how to write up your results. <http://libguides.usc.edu/content.php?pid=83009&sid=615849>

Cornell University WEB Centre for Social Research

This is a useful site for those wanting to learn a bit about research methods. It is an online text book with a number of tutorials and links to other resources. <http://www.socialresearchmethods.net/>

Global Health University

Students working on a thesis might want to consult the following article from the Global Health Research Certificate offered by the Global Health University. It may also have some useful ideas for MRP students. <http://www.uniteforsight.org/global-health-university/research-strategies>

ELECTRONIC THESIS REQUIREMENT:

After oral defense and any required changes have been completed, students must submit their dissertations electronically. More information on how they might do so is available on the School of Graduate Studies website:

https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf

https://gs.mcmaster.ca/sites/default/files/resources/licence_july_2016.pdf

Following final electronic submission of your thesis (<https://macsphere.mcmaster.ca>), **Labour Studies MA students are required to provide one hard-bound copy of their thesis to the School of Labour Studies.** Here are some links for prices; however, you may use any binding service that you prefer as long as it is a hardcover and double-sided (coloured photos are NOT required, as that adds to the cost).

www.minutemanpress.ca/hamilton

<http://www.lehmannbookbinding.com/adverttech/Home.html>

More about the School of Labour Studies

Visiting Speakers

The School of Labour Studies presents a number of visiting speakers throughout the year on a variety of labour studies topics. These are always advertised on the website; bulletin boards and by the regular e-distribution lists. Previous speakers included: Pam Frache, Organizer, Fight for \$15 (LS MA grad, 2012); Janice Martell, Founder, McIntyre Powder Project; Armine Yalnizyan, Jennifer Chun, Mark Johnson, Craig Heron.

MA students are expected to attend, as these lectures touch upon many of the issues raised in your courses.

Departmental Support and Resources

Office Space

Graduate students in the School of Labour Studies are provided shared offices (KTH 726, 727, 728 and 729) for your TA office hours and socializing. Each office has a computer(s) with internet access. Keys are provided for a \$20 deposit in September which is refunded when keys are returned (usually in April). Replacement cost for lost keys: \$100.

Labour Studies also has a lounge with casual furniture, microwave, fridge, kettle and coffee maker. The door code will be provided in September.

We share this floor with staff and students from other departments, so office doors should never be left unlocked, both for theft prevention and noise reduction.

Mice and other rodents are often *unfortunately* also occupants of this building. That combined with garbage pickup by custodians only once per month means that it is important that YOU take your food/beverage garbage to the washrooms, which is emptied daily. For health and environment reasons, please DO NOT leave any leftover food or beverages in the offices overnight.

Cans and/or bottles can be recycled in containers on the 1st floor main hallway of KTH or outside the building in the Arts Quad area. The blue recycle bins in the offices are strictly for paper recycling and NOTHING ELSE. Non-recyclable items will be disposed of as garbage and will not be recycled.

Mail Services

Each graduate student has their own mail slot located in the Labour Studies lounge (KTH-731) which has a combination handle. The code will be provided in September. Please make a point to check your mail slot regularly, as staff and faculty utilize these

often.

If you have mail sent to you, please address as follows:

Your name
c/o School of Labour Studies
McMaster University
1280 Main St. West, KTH-717
HAMILTON ON L8S 4M4 CANADA

Mail Services has free interdepartmental delivery across campus and also offers a free weekly Inter-University Transit System (“IUTS”) to a number of local *Ontario* universities.

Photocopying/ Printing/Scanning

The departmental photocopier is available for your use and you will be provided a personal photocopy code at the start of September.

The service is available on a cost-recovery basis at \$0.10 each/printed side (not per page) for black and white printing (colour printing is .25/page. An individual account number to use the photocopier will be provided to you. It is very important to keep your account number to yourself, as any charges to your number are your responsibility. The office will be unable to adjust the charge for you, as it is impossible for us to track it for you. You will be billed for your usage. Please ask how to double-side copies. **If there is anything wrong with the printing, please contact the staff in the office immediately. Scanning is free.**

Funding for Future Graduate Studies

If you are planning to continue graduate studies, you should apply for a Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowship and an Ontario Graduate Scholarship (OGS), if you are a Canadian citizen (non-Canadian students may be eligible for some SSHRC awards).

Additional scholarship opportunities will be emailed through the distribution list as available.

<https://gs.mcmaster.ca/awards-funding/awards-funding>

Also, check with GSA for Travel Assistance Awards or email them:
graduatescholarships@mcmaster.ca

Campus and Student Life Information

Acronyms frequently used at McMaster:

CUPE Canadian Union of Public Employees – this union represents TAs and Sessional Lecturers on campus (3906)

GSA Graduate Students’ Association

KTH Kenneth Taylor Hall (our building)
Map of McMaster buildings: <http://www.mcmaster.ca/welcome/campusmap.cfm>
LS School of Labour Studies
SGS School of Graduate Studies
WS Work & Society (former name of MA Program)

Accommodation

*Off-Campus Resource Centre:

http://macoffcampus.mcmaster.ca/ocrc_static/contact.htm

- *this is a very helpful link with a variety of information regarding housing issues*

Avenue to Learn: <http://www.mcmaster.ca/uts/selfservice/avenue.html>

Campus Services: <https://graduate.mcmaster.ca/resources>

Computer Lab Locations

The closest computer labs which are supported by University Technology Services (UTS): http://www.mcmaster.ca/uts/student_services.html

Email (@mcmaster.ca): http://www.mcmaster.ca/uts/selfservice/student_email.html

Health and Dental Benefits

CUPE Benefits (TAs only):

Please see detailed information: <http://cupe3906.org/benefits-forms/unit-1-benefits>

Dental plan: The CUPE Dental Plan has no deductibles and provides for 100% coverage for diagnostic, preventive, and palliative services, 100% for restorative, endodontic, periodontic, and surgical procedures. You are eligible for up to \$1,000.00 every year (Jan 1 - Dec 31).

An employee who is eligible to be covered under the Dental Plan may choose to opt out if he/she provides proof to the spousal coverage or parental coverage under another dental plan. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective September 1. If Opt-outs submitted after this date and until September 30, they will be effective as of October 1. No Opt-outs will be accepted after September 30. The form is available online at http://www.mactas.ca/images/stories/dental_opt-out_form.pdf.

The Opt-out form must be submitted every year

If an employee who is eligible for the Dental Plan elects to have family coverage for spouse (married, common-law, or same sex) and/or children, he/she will pay for the difference in the cost of the Dental Plan between single and family coverage. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective

September 1. The family opt-in form must be submitted every year. The Dental family opt-in form is available at http://www.mactas.ca/images/stories/cupe_unit_1_dental_family_opt-in.pdf.

Maternity/Parental Leave; Sick Leave and Grievance Procedures: For detailed information, consult your CUPE handbook or visit www.cupe3906.org.

Graduate Student Association Benefits (all Grad students):

Medical Plan: The Plan is provided by your Graduate Students Association (GSA) and costs \$163.00 for full-year coverage (September 1 to August 31) automatically paid through your payroll deductions. You can opt-out of this plan if you provide proof of other equivalent coverage. For more info and claim forms go to:

http://www.studentcare.net/displaypage.ch2?start=1&brand=2&language_id=1&UID=90&x=17&y=1

What does the Plan cover?

Prescription Drugs & Vaccinations

- Prescription drugs and vaccinations covered at 80% including oral contraceptives
- Pay-Direct Card
- Restricted drug formulary with generic substitution
- Smoking cessation devices up to maximum of \$500 per policy year
- Oral contraceptives covered up to \$10/month

Paramedical Practitioners

- Physiotherapists and chiropractors covered for maximum of \$35/visit, up to \$500 per policy year, per category
- Naturopath, psychologist, osteopath, speech therapist, podiatrist/chiropract, massage therapist covered for maximum of \$25/visit, up to \$300 per policy year per category

Medical Equipment & Services

- 100%: Medical equipment, diagnostic services, dental accident, and home nurse
- Orthotics/orthopedics shoes covered at 50%, up to \$250 per year
- Ambulance covered up to \$200 per occurrence
- Coverage for semi-private hospital room
- Coverage for private tutorial services in the event of accident or illness

Travel Health Coverage

- Unlimited trips; 120 days per trip; \$5 million per incident
- \$1,500 trip cancellation and \$5,000 trip interruption coverage

Click [here](#) for more info. For more details: (ihaveaplan.ca). McMaster Graduate students who do not qualify for the [CUPE 3906 dental plan](#) also have dental coverage through the same provider.

International Students Coverage/Information: <https://iss.mcmaster.ca/>

Libraries: <http://library.mcmaster.ca/>

Mills Memorial Library is the Social Sciences and Humanities library. You may also find that you will need resources from the Innis Business library. Materials may be borrowed by graduate students for a period of 1 month.

Lyons Instructional Media Centre: <http://library.mcmaster.ca/lyons>

The Lyons Instructional Media Centre is home to a collection of audio visual and electronic materials located in Mills Library, L-411.

LibAccess (use your MacID and password) grants access to the library's licensed e-resources (including e-journals), which can be viewed from home or on campus. For more info on setting up your LibAccess, please contact: <https://libraryssl.lib.mcmaster.ca/libaccess/login.php?init>

Material not held in the collections of McMaster University Libraries, needed for study or research by faculty, staff or students, may be requested through Interlibrary Loan Services (RACER). <http://library.mcmaster.ca/borrow/ill> ILL is free for books.

Library Catalogue: <http://catalogue.mcmaster.ca/catalogue/MyResearch/Home>

Additionally, the Hamilton Public Library system is a great resource for fiction, popular non-fiction, magazines, etc. There is a branch in Westdale on King Street West, and the Central Branch in on York Street beside the Farmer's market. Library cards are free to all McMaster students, even if you don't live in Hamilton. <http://www.hpl.ca/>

Teaching/Research Assistantships

Most full-time graduate students are offered a teaching assistantship as part of their funding package. TA employment involves an average of 10 hours a week of work, and will include some combination of leading tutorials (usually 1 or 2 hour-long tutorials per week), grading essays and meeting with students during regularly scheduled office hours or other duties as discussed with the instructor of that course. TA assignments are confirmed in the first two weeks of the fall and winter term, and every effort is made to match students up with their preferences as submitted in late August. **Tutorials start the third week of each term.**

Collective Agreement and Hours of Work

Your work as a TA is governed by a collective agreement which you can view on their website (copies also available in the CUPE office – KTH-B110).

The collective agreement has important information on sick days, religious holidays, hours of work, etc. Especially important is the “Hours of work form”, which will be filled out by the instructor of the course where you are assigned TA duties, in consultation with yourself, at the beginning of term to specify how many hours you will be spending on various tasks. Please complete this form and return to the LABOUR STUDIES office. A copy for your files will be provided.

Getting Paid

Graduate students who are working as teaching assistants (TA) or research assistants (RA) are paid every two weeks through Human Resources, using Direct Deposit. The exception is December when you will be paid earlier due to the holiday break. Miscellaneous fees, union dues, dental and health plan dues (if applicable), Employment Insurance and Canada Pension Plan premiums will be deducted from your pay, as an employee of McMaster University. Tuition fees are your own responsibility (i.e., not deducted from your pay or OSAP).

TAship will be paid over the months you are engaged as a TA (i.e., Sept-Dec: 130 hours and/or Jan-Apr: 130 hours). You are paid an additional 3 hours to complete mandatory Health & Safety modules (*see note below). Incidental fees are deducted in September. Your summer net income will therefore be much smaller than your September-April income. **Please budget accordingly.**

Scholarships are paid through Grad Studies: 40% mid-September; 30% January and 30% May. External awards (e.g., OGS, SSHRC) are paid 1/3 each term. A separate Direct Deposit form must be completed and returned to Grad Studies for this purpose. **You can view your paystub in MOSAIC. Your T4 will be available there in February.**

Direct Deposit is the only method McMaster uses – 2 of these are necessary:

- 1) Please complete this form and return it with a void cheque to the Grad Studies office, Gilmour Hall, Room 212 ASAP for your Scholarship payment and
- 2) A second Direct Deposit form to Human Resources, CSB-202 for TA pay.

Your pay will be delayed if this is not done in early September.

<http://graduate.mcmaster.ca/graduate-students/current-students/financial-matters>

Student Accounts & Cashiers (Gilmour Hall, room 209):

<http://www.mcmaster.ca/bms/student/index.htm>

*Job Hazard Analysis and Health & Safety Training

It is mandatory for all employed staff at McMaster to take part of the Job Hazard Analysis and Health & Safety Training. TAs are paid three hours and are **required** to complete online training for the following components *prior* to start of TA duties.

Health and safety training registration and completion is now managed in Mosaic. Employees, students and volunteers (persons of interest) are now able to self-register for health and safety training courses offered by EOHSS through the self-service functionality in Mosaic.

Navigation: Main Menu>Human Resources>Self Service>Learning & Development>Request Training Enrollment

Through self-service, individuals can also access their own training summary to view newly completed training. Historical data of training will not be included but can be requested by contacting the appropriate safety office.

Navigation: Main Menu>Human Resources>Self Service>Learning & Development>Training Summary

https://mosaic.mcmaster.ca/psp/prepprd/EMPLOYEE/EMPL/h/?tab=MCM_TAB_WELCOME

Asbestos Awareness
Fire Safety
Slips, Trips and Falls

Ergonomics
Office WHMIS
Violence and Harassment

When you have completed these, please forward a copy of the Training Summary to Sharon for further processing with H/R.

Travel/Conference Funding

Limited funding is available for travel for research and conferences. Please consult the School of Graduate Studies calendar section 8 "Fellowships, Scholarships and Other Awards" for details to determine eligibility for GSA Travel Assistance and other grants. graduatescholarships@mcmaster.ca

University Technology Services (UTS) offers assistance with internet, McMaster email, Mac ID, Avenue to Learn, and Mosaic:

<https://www.mcmaster.ca/uts/>

Student Life/Organizations/Athletics

There are intramural sports activities and various clubs and activities under the
McMaster Students Union <http://www.msu.mcmaster.ca/mirror/>

McMaster Daily News <http://dailynews.mcmaster.ca/>
for information about upcoming events and speakers.

International Student Services <http://oisa.mcmaster.ca/>

Graduate Students Association <http://www.mcmaster.ca/gsa/>
also publish information about events and activities of interest to students.

David Braley Athletics:
<http://marauders.ca/sports/2011/4/5/Hourofoperation.aspx?tab=facilities>

Important Campus Organizations

Campus Food Bank

McMaster Student Union Services MUSC 201

<https://www.msumcmaster.ca/services-directory/14-mac-bread-bin>

[Facebook](#) | MSUFoodCollectiveCentre [Twitter](#) | @MSU_FCC [Instagram](#) | @MSU_FCC

Canadian Union of Public Employees Local 3906 (CUPE)

<http://cupe3906.org/>

Kenneth Taylor Hall, Room B111

Tel: 905.525-9140 ext. 24003

E-mail: staff@cupe3906.org

CUPE represents Teaching Assistants, Research Assistants, Sessional Lecturers, and hourly-rated Music Instructors.

COMPASS Information Centre

Located in the Student Centre 'Marketplace', down the steps from the Tim Horton's.

- Bus information
- Calling cards
- Attraction tickets (e.g., Cineplex, Canada's Wonderland, various trips, etc.)

Graduate Students' Association (GSA)

<http://www.mcmaster.ca/gsa/>

Refectory Building (same building as The Phoenix)

Tel: 905.525.9140 ext. 22043

E-mail: macgsa@mcmaster.ca

Contact the GSA concerning your health benefits, travel and other funding, and graduate student organizations. The GSA represents the members (all graduate students) before the authorities of McMaster University, and promotes communication and participation in all matters of common interest of the members of the Association, both at McMaster and in other educational institutions. The GSA owns and operates the Phoenix restaurant and bar – show your student card for a discount!

Human Rights and Equity Services (HRES) <http://www.mcmaster.ca/hres/index.html>

McMaster University Student Centre Room 212

Tel: 905.525.9140 ext. 27581

Email: hres@mcmaster.ca

Provide services to all students, staff and faculty members at McMaster community. They are responsible for the University's Sexual Harassment Policy and Anti-Discrimination Policy.

International Student Services (ISS)

<http://oisa.mcmaster.ca/>

Gilmour Hall, Room 104

Tel: (905) 525-9140 ext. 24748

Email: iss@mcmaster.ca

ISS offers information and services for International Students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study abroad, and more.

Lost and Found: https://security.mcmaster.ca/lost_found.html

MacPherson Institute<http://mi.mcmaster.ca/>

Mills Library L504

A resource for everyone who teaches at McMaster University. Services include workshops, seminars, symposia, peer consulting, learning technology and resources for teaching. They also sponsor Graduate Student Day and coordinate the TA Network.

Ombuds Office<http://www.mcmaster.ca/ombuds/>

McMaster University Student Centre, Room 210

Tel: (905) 525-9140 ext. 24151

Email: ombuds@mcmaster.ca

Advice for students, staff and faculty on options and processes available to solve academic and non-academic concerns.

School of Graduate Studies (SGS)<http://www.mcmaster.ca/graduate/>

Gilmour Hall, Room 212

Tel: 905.525-9140 ext. 23679

Email: askgrad@mcmaster.ca

Contact Grad Studies for issues concerning scholarships and registration.

**By Phone:**

- 905.525.9140 ext 24281
- 905.522.4135
- **Any** University Phone - Dial 88
- Any on campus pay phone - no charge dial "Security Button"
- Inside every elevator on campus, direct line
- "Red Rocket" emergency phones located throughout the campus
- [Text with 911](#)
- **By Email:** security@mcmaster.ca

Student Accessibility Services (SAS)<http://sas.mcmaster.ca/>

McMaster University Student Centre, Room B107

Tel: 905.525.9140 ext. 28652

Email: sas@mcmaster.ca

- Disability services
- Learning strategies
- Assistive Technology Support

Student Success Centre<http://studentsuccess.mcmaster.ca/>Gilmour Hall, Room 110: FREE Services for students

Tel: 905.525-9140 ext. 24254

Email: studentsuccess@mcmaster.ca**Student Wellness Centre**<http://wellness.mcmaster.ca>

McMaster University Student Centre, Room B106

Tel: 905.525-9140 ext. 27700

Email: wellness@mcmaster.ca

- Personal and psychological counselling; mental health support; therapeutic groups.
- Academic success counselling – learning concerns, motivation, perfectionism, procrastination, test anxiety

Life in Hamilton

Arts & Culture

Art Gallery of Hamilton (www.artgalleryofhamilton.com)
Brott Music Festival (www.brottmusic.com)
Carnegie Gallery (<http://www.carnegiegallery.org/>)
Hamilton Entertainment & Convention Facilities Inc (www.hecfi.ca)
Hamilton Theatre Inc (www.hamiltontheatre.com)
Theatre Aquarius (www.theatreaquarius.org)
Westfield Heritage Village (<http://www.westfieldheritage.ca/>)
Workers Arts & Heritage Centre (<http://www.wahc-museum.ca/>)

Books

Chapters, 737 Golf Links Road, Ancaster
Hamilton libraries (<http://ohip.hpl.ca/ipac20/ipac.jsp?profile=web>)
McMaster libraries <http://library.mcmaster.ca/>

By the Waterfront

Hamilton Waterfront Trust (www.hamiltonwaterfront.com)
HMCS Haida National Historic Site of Canada
www.pc.gc.ca/lhn-nhs/on/haida/index_E.asp

Food for Thought

On-campus

There are a variety of dining options on campus and you can check out their sites at <http://hospitality.mcmaster.ca/locations/map.html>.

McMaster also has a one-of-a-kind **vegetarian café, Bridges**, which is a student-based initiative that strictly serves delicious *vegetarian/vegan food*, see: <http://hospitality.mcmaster.ca/locations/oncampus/bridges.html> for more information. (Note: you are not allowed to bring meat items to the café for lunch **or** snack.)

The Phoenix pub (<http://www.mcmaster.ca/gsa/phoenix.html>) is run by GSA and located in the same building as Bridges.
For other dining options on campus, see <http://hospitality.mcmaster.ca/>.

Off-campus:

Food Basics (grocery), 845 King St West, Hamilton

Fortino's (grocery), 50 Dundurn St, Hamilton and 1579 Main St West, Hamilton

Hamilton Farmer's Market <https://hamiltonfarmersmarket.ca/> 905.546.2096
35 York Boulevard. Hours: Tues, Thurs, Fri: 8am-6pm; Sat: 7am-5pm
<https://twitter.com/hamontmarket>
<https://www.facebook.com/HamiltonFarmersMarket>

Some off-Campus Restaurants/Cafés/Pizza:

Basilique (Mediterranean), 1065 King St West, Hamilton

Bean Bar, Westdale Village

Chopstick Charley's, Westdale Village

Domino's Pizza, Main St. West (across from McMaster Hospital)

Earth to Table Bread Bar, 258 Locke St. South

India Village, 100 King St West, Dundas

La Luna (Lebanese), 306 King St. West (at Queen St.), Hamilton

Locke Street Bakery, 202 Locke St South, Hamilton

Mex I Can, 107 James St. North, Hamilton

Matsu Sushi, 36 King St. East, Dundas

My Thai, 42 Wilson St West, Hamilton

Nannaa Eatery (Persian/Iranian), Westdale Village

Nations Fresh Foods (back of Jackson Square), York/James, Hamilton

Paisley Coffeehouse, Westdale Village

Papagayo, 246 King St. West, Hamilton

Pita Pit, 1060 King St West (corner of Sterling), Hamilton

Pizza Pizza, Main St. West

Shehnai Restaurant (Indian), 447 Main St. West, Hamilton

Snooty Fox (British-type pub), Westdale Village

TCBY (frozen yogurt), 1063 King St. West, Hamilton

Walker's Chocolates, Westdale Village

Weil's Bakery, King St. West (east of Shopper's Drug Mart)

Wild Orchid (Portuguese food), 286 James St. North

West Town Bar & Grill, 214 Locke St South, Hamilton

Williams Pub, 47 Discovery Drive, Hamilton (at the Waterfront)

Here at McMaster

McMaster Museum of Art (<http://www.mcmaster.ca/museum/>)

William J McCallion Planetarium (<http://www.physics.mcmaster.ca/planetarium>)

William Ready Division of Archives and Research Collection

(<http://library.mcmaster.ca/archives/readyweb.htm>)

More Activities

Adventure Village (www.adventurevillage.ca)

Haunted Hamilton (www.hauntedhamilton.com)

Westdale Theatre (built in 1935; refurbished 2019) <https://www.thewestdale.ca/>

Labour Centre

<https://wahc-museum.ca/>

Hamilton is home to the Workers Arts and Heritage Centre, 51 Stuart Street (off Bay St) They run regular exhibits and special culture events throughout the year. There are often opportunities to volunteer in setting up exhibits etc.

Museums

<https://www.hamilton.ca/discovering-hamilton>

Battlefield House Museum & Park

Canadian Warplane Heritage Museum

www.warplane.com

Dundurn National Historic Site

Erland Lee Museum

www.erlandlee.com

Dundas Museum & Archives

www.dundasmuseum.ca

Fieldcote Memorial Park & Museum

Griffin House

Hamilton Military Museum

Hamilton Museum of Steam and Technology

Whitehern Historic House & Garden

Outdoors

Cycling Network Hamilton

<https://www.hamilton.ca/streets-transportation/biking-cyclists>

Hamilton Conservation Regulated Areas:

<http://conservationhamilton.ca/conservation-areas-2/>

Royal Botanical Gardens <https://www.rbg.ca/>

Transportation

<https://www.msumcmaster.ca/services-directory/4-compass-information-centre/transportation>

Presto Card

<https://www.hamilton.ca/hsr-bus-schedules-fares/fares/presto-cards>

Public Transportation in Hamilton (how to do it free!)

<https://gs.mcmaster.ca/international-students/getting-hamilton/list/public-transportation-hamilton>

Some Tips from other Grads

- Buy/rent a bike (even used) for getting around Hamilton
- Check out Art Crawl/SuperCrawl (September) on James St. North!!!
<https://tourismhamilton.com/art-crawl-guide>
- Enjoy the on-campus Phoenix bar/grill; Bridges Vegetarian Cafe
- Take some SUPER CHEAP yoga classes at the gym to de-stress
- Join the McMaster Outdoor Club for organized hiking/camping trips around Hamilton
- Use the insurance (dental, vision, etc); Get your teeth cleaned before benefits run out; get new glasses
- Get a Hamilton Public Library card and borrow books, magazines:
<http://www.myhamilton.ca/myhamilton/LibraryServices/> to find the nearest branch library or access the library catalogue online (note that the public library will send any item from another branch to the branch of your choice)
- +Fair Trade coffee is available at the student-run Union Market in the Student Centre
- **Avoid the Student Centre food court (especially Tim Horton's) during peak busy times: about 10-15 minutes before classes change!!
- Leave Westdale and spend some time in "Hamilton's downtown core".
- Do most of your food shopping at the Farmer's Market downtown:
Tues/Thurs/Fri/Saturday <http://hamiltonfarmersmarket.ca/>
Great deals and almost makes shopping fun!
- Be creative and challenge your assumptions.
- Return your books to the library [*on time*].
- Despite its reputation, Hess Village is overrated!
- Sleep at least 6 hrs/night!
- Go to Bridges (the vegetarian restaurant on campus) at least twice
- Have weekly coffee/tea/ice cream with each other, start socializing early!
- Visit OPIRG (MUSC-229) <https://www.opirgmcmaster.org/>
- Visit The Workers Arts and Heritage Centre (WAHC) <http://wahc-museum.ca/>
- Appreciate the intellect of your colleagues!
- Get to know the LS staff

Enjoy your year of Graduate studies at McMaster....it goes by quickly!